

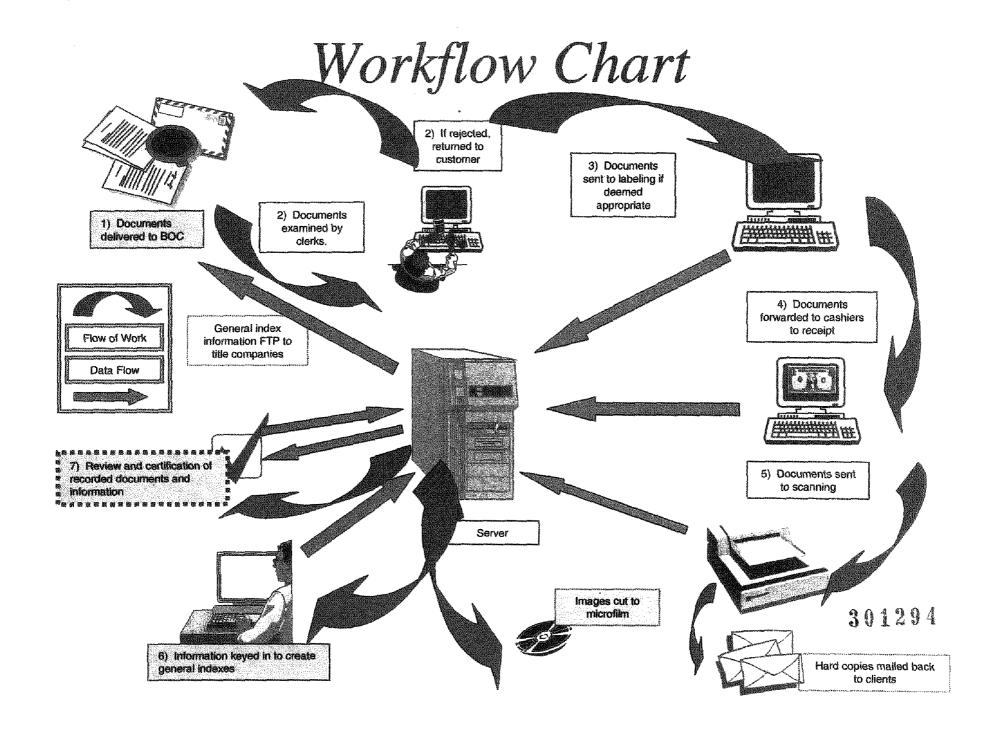
AUTOMATED TRACKING SYSTEM

RFP 99-052



Materials in Black Birth

Workflow Chart	
Document Flow Chart	
Will Call – Pre Receiving	
Receiving	
Time & Numbering (Labeling)	
Cashiering	
Scanning and Indexing	
Review	
Will Call – Post Receiving	
Personnel assigned to Tasks	
Special Project Unit Activities	
Volunteer Skills	
Challenges	
Exhibit A	
Exhibit B	
Exhibit C	
Exhibit D	
Sample 1	
Sample 2	
Sample 3	
	Document Flow Chart Will Call – Pre Receiving Receiving Time & Numbering (Labeling) Cashiering Scanning and Indexing Review Will Call – Post Receiving Personnel assigned to Tasks Special Project Unit Activities Volunteer Skills Challenges Exhibit A Exhibit B Exhibit C Exhibit D Sample 1 Sample 2



Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

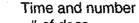
Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment





>TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



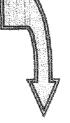
Time and number ># of docs

- >TMK reference
- >Noted on info (CT)
- >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



<u>REVIEW</u>

Review and Certification



301295

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
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- >Proper exhibits
- >Proper payment



Time and number ># of docs

>TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



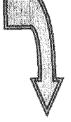
Time and number ># of docs

- >TMK reference
- >Noted on info (CT)
- >New Issuance



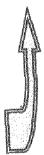
WILL CALL

Documents sorted and mailed/distributed to clients



<u>REVIEW</u>

Review and Certification



301296



WILL CALL

(Pre Receiving)

- Will Call staff picks up mail from post office.
- Picked up and delivered (postal delivery/express) mail opened and separated into Land Court and Regular mail.
- Mail is delivered to respective sections.

PERSONNEL:

- Clerk III (SR08)
- Clerk IV (SR10)

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
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RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses.
- Check current certificate of title, check for vested imerest, letter of good standing, full names, merital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases.
- endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment



Time and number ># of docs >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



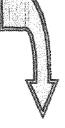
Time and number ># of docs

- >TMK reference
- >Noted on info (CT)
- >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



<u>REVIEW</u>

Review and Certification



301298

RECEIVING

LAND COURT: Documents that have been delivered to the Bureau and requires checking before it can be recorded.

The process of checking Land Court documents in a simplified version:

- Ensure names shown in documents are consistent to the information reflected in our certificates of title. Names must be in full, no initials
- Address of grantee/mortgagee/lessee is indicated.
- "Current" certificate of title is referenced in instrument
- If the Grantee/Mortgagee/Lessee is a corporation, must show state of incorporation and provide letter of good standing.
- With Release of mortgages
 - Check certificate to ensure party releasing has interest.
 - If releasing party differs from original mortgagee, check for assignments or change of name to validate parties authority to release mortgage.
- Original signature of parties
 - If documents are signed by a Power of Attorney, check for recorded POA.
- Proper notarial acknowledgement
 - Venue
 - Name of parties being notarized consistent with name under signature and in the body of the instrument.
 - Signature
 - Expiration date
 - Seal
- If document is a deed transferring title
 - Check conveyance tax certificate for completion
 - Note recording of conveyance on current certificate of title or on last conveying document if certificate has not been created.
- Note fees on first page of document and initial approval
 - Validate check is for the proper amount
 - Determine check not stale dated
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

REGULAR SYSTEM: The process of checking Regular system documents in a simplified version:

- Ensure names shown in documents are consistent throughout the document in the body, under the signature line and notary acknowledgment.
 - · Address of grantee/mortgagee/lessee is indicated.
 - Original signature of parties
 - Proper notarial acknowledgement
 - Venue
 - Name of parties being notarized consistent with name under signature and in the body of the instrument.
 - Signature
 - Expiration date
 - Seal
 - If document is a deed transferring title
 - Check conveyance tax certificate for completion.
- Note fees on first page of document and initial approval
 - Validate check is for the proper amount
 - Determine check not stale dated
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

<u>DOUBLE SYSTEM:</u> These are documents involving both Land Court and Regular System interests.

- Each section checks their part and forwards document to other section.
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

PERSONNEL:

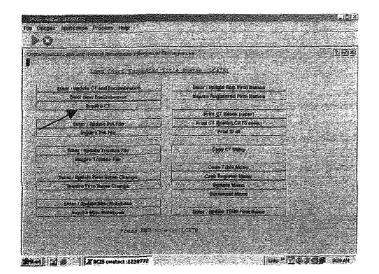
- Receiving Clerk I SR 17
 - Land Court (5)
 - Regular System (4)
- Receiving Clerk II SR 19
 - Land Court (1)
 - Regular System (1)

(PLEASE RETURN THIS FORM WHEN RESUBMITTING DOCUMENTS FOR RECORDATION)

We r	TO: annot record your document(s) for the following reasons:	FROM: State of Hawaii Department of Land and Natural Resources Bureau of Conveyances P.O. Box 2867 Honolulu, Hawaii 96803
	The first page of a document must contain the following: ☐ Top 3 ½" must be reserved for Registrar's recording information. ☐ The mailing address to whom the document should be returned, typewritten 1 ½ and not to exceed 3 ½" per line. ☐ Type of document ☐; Grantor(s) name ☐; Grantee(s) name and address ☐;	
	Documents should be no larger than 8 ½ x 11 inches and should be single-sided sheets of Document will not reproduce legibly under photographic or electrostatic methods. Names of parties must conform throughout the document (body of instrument, signature lit Names of individuals, signing in their individual capacity, must be typewritten stamped or produced individuals, signing in their individual capacity, must be typewritten stamped or produced individuals, signing in their individual capacity, must be typewritten stamped or produced in individual capacity, must be typewritten stamped or produced in incomplete. No paper or materials can be secured or incomplete. No paper or materials can be secured or attached in a manner that may conceal any written stamped or materials can be secured or incomplete. Ownite-out), insertions (*) or deletions in Authentication of foreign notary public required: Consulate/Apostille Book and Page or Document number of not referenced in instrument or is incomplete. Missing: Exhibit []; Schedule []; Self-addressed stamped envelope []; Other Financing Statement Item No. incomplete. Other: Document(s) must include original signature(s). Signature of Judgment requires reference to Tax Identification Number of party against whom judgment information is not in the possession of the party seeking recordation. Conveyance Tax Certificate: Not presented []; Incomplete []. If using P-64B (Exemption from Conveyance Tax), Part I, send entire produced in the product of the party seeking recordation. Technical Review Office P. O. Box 259 Honolulu, Hawaii 96809 Attention: Conveyance Tax Clerk Phone: (808) 587-1577	ne and notary page). printed beneath signatures. en text. n instrument. ete. t is filed or statement that
	Incorrect Fees Conveyance Tax Fee \$ Recording Fee \$ for Recording Fee \$ for Certified Copy Fee \$ (\$1.00 per page) for Miscellaneous Fee \$ for TOTAL FEE DUE \$ Check payable to BUREAU OF CON	(\$25.00 per document and \$1.00 for each page after 20 pages per system)
	Returning: Document(s) ; Check # for \$ Correct Certificate of Title (CT) not referenced in instrument(s). Instrument does not contain or have endorsement of: Full name of parties, no initials permitted; Address of: Grantee(s) Mortgagee(s) Assignee(s) Debto Marital status of Grantee(s) required. Individuals taking title, if married, must show full name of spouse. (No	- · ·
	Corporate Grantee(s): Letter of good standing []; State of incorporation []; Corpor Certificate of Title must be amended. Please complete the enclosed Petition to note: Mar Attach certified copy of marriage, divorce or death certificate to petition. F is \$32.00, \$1.00 for each exhibit and \$1.00 for certification. Check should be with Petition to: LAND AND TAX APPEAL COURT, 777 PUNCHBOWL STREET HONOLULU, HAWAII 96813-5093 Phone: (808) 539-4777	riage □; Divorce □; or Death □. Iling fee for Petition e made payable to LAND COURT and mailed
	REMARKS:	301301
Date:	September 17, 2006	Carl Watanahe (808) 587-0120

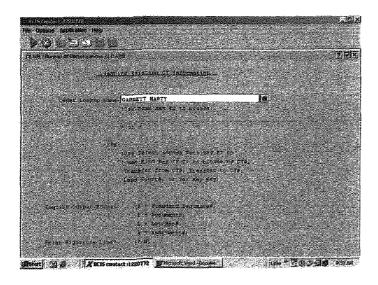
Visit our website, www.hawaii.gov/dlnr/bc for more information.

Land Court Receiving



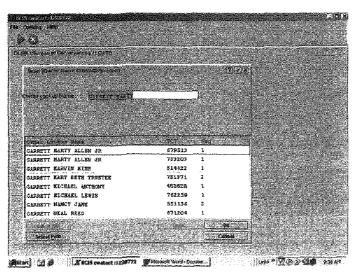
LCATS Main Menu Click PF3

Inquire CT



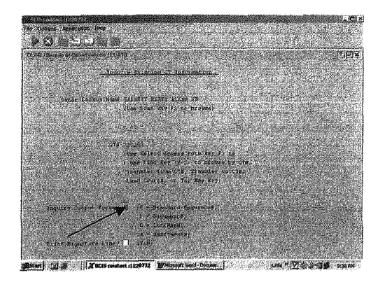
Type name of borrower

P2 To view CT references



Click on respective entry to begin search for mortgage

Land Court Receiving



Set Inquiry Mode to "A" or "L" to establish search criteria

> ENTER To continue

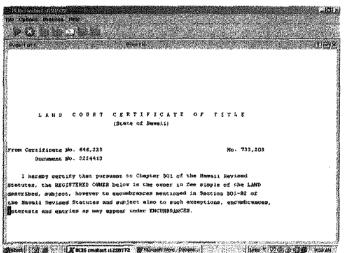


Fig. Codens. Process five

Fig. Codens. Process five

Fig. Codens. Chang.

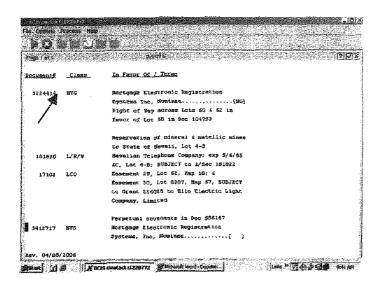
Assistant Registrar

Fig. Street owner.

Fig. Stree

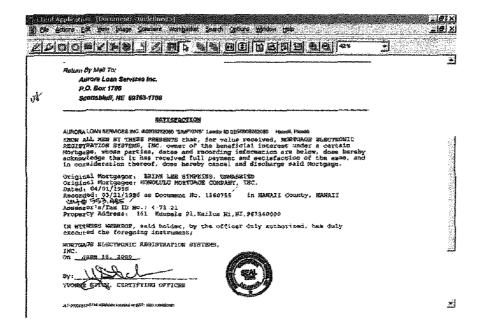
Certificate header appears

Page Down ▼



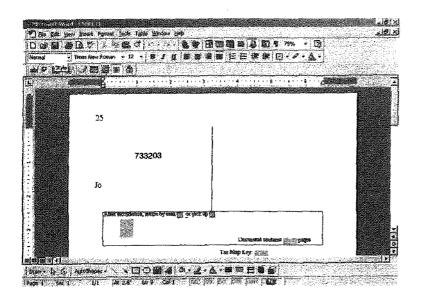
Locate Mortgage reference

Determine any assignments of subject mortgage



- 1. Verify Mortgage document number against certificate information
- Verify correct certificate is referenced in instrument. If no certificate of title number is shown or certificate is cancelled, endorsement of current certificate can be made.
- 3. Verify proper party is signing off.
 - a. If instrument is being signed by Power of Attorney, check POA file to verify authority.
 - If party signing is different from original mortgagee, verify assignments or check change of name file.
- 4. Check notarial acknowledgment for:
 - a. Venue / acknowledgment complete
 - b. Properly signed by notary
 - c. Expiration and seal

Land Court Receiving

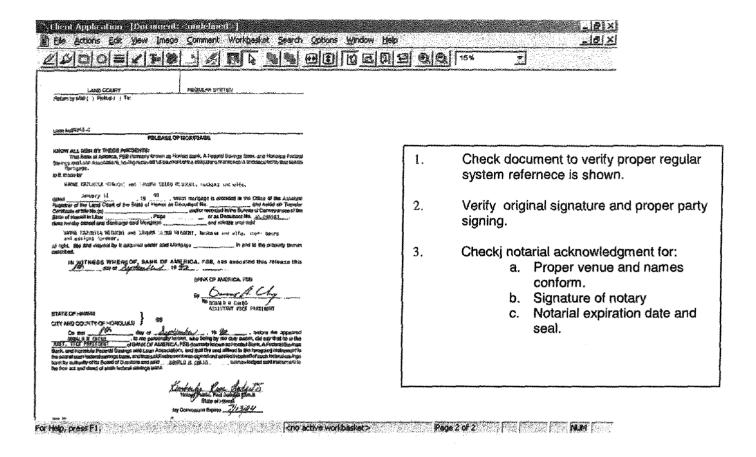


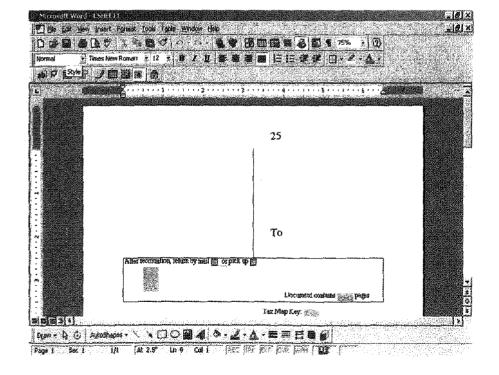
If information is valid, note certificate on first page, fee and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.

Regular Receiving

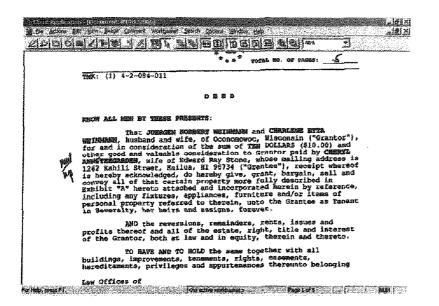




If instrument is acceptable for recording, note on first page, fee and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.



Deed is submitted for recording

Verify full names being used. If initials are used, endorse full name.

Verify address of grantee. If missing, endorsement allowed.

Check for tenancy

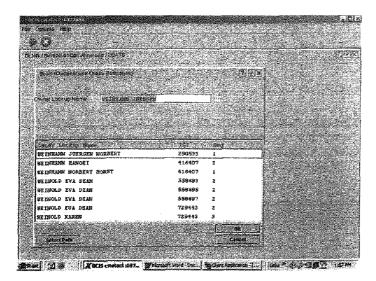
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LCATS Main Menu

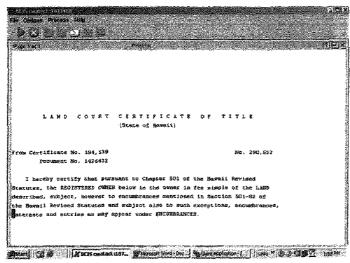
Click PF3 Inquire CT

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20					
FOR CHANGE AL	and a residence of the control of				
					and x

Type name of seller



Click on respective entry to begin review of certificate



Certificate header appears

Page Down ♥
to view more

INSUERI: 12/23/1906

/S. Bridger F. Dermond

Assistant Pagistrax

PAGISTERED OFFIE

-JURNOSEN NOSERT WEIGHESSH- suf -CREEKING STTA SEDMANNI857 Wannac Road, Eastur, Sacasi 95734

TROUBLE by the Entirety

hand

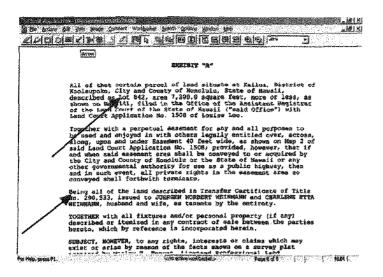
Sixuana at Kailua, Sacasi 95734

Sixuana at Kailua, Sacasi 95734

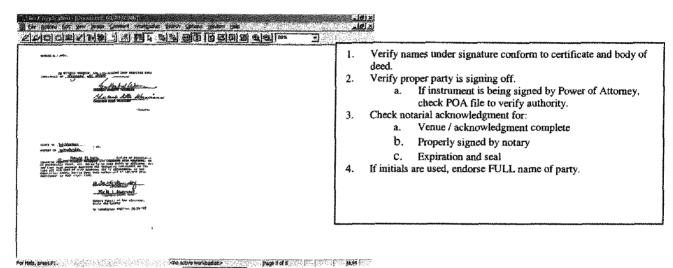
Tanant Sy the Entirety

hand

Court Application 1300 of Louise Loo



- I. Confirm property transferred conforms to certificate information
- Locate certificate of title reference and if not current or missing, endorse current certificate of title.



PAGE 1811

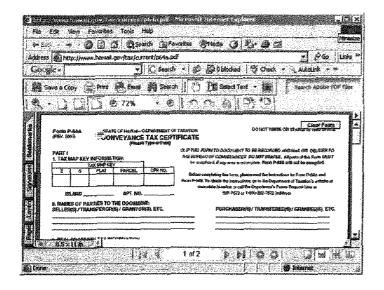
LEGISTERS OFFICER HOPE

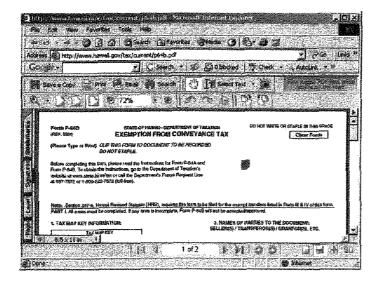
LEGISTERS OFFICER

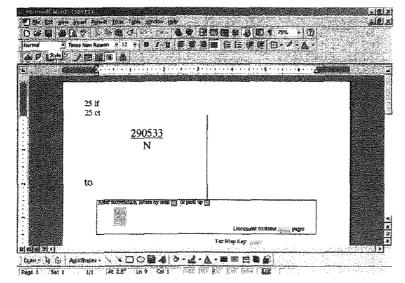
REGISTERS OFFICER TO SEE AND THE SEE AN

Under PF1, pull up certificate to note recordation of the deed

When certifidate if accessed, the conveyance information will be reflected on the screen.





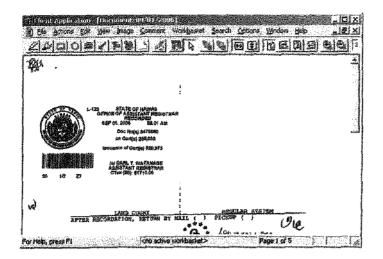


Review conveyance tax certificate for completeness and acknowledgment

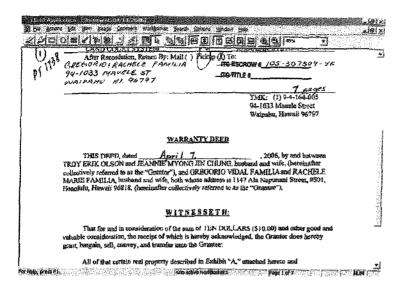
> If information is valid, note certificate on first page, indicator for new issuance, fee and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.

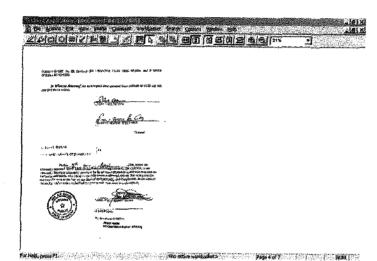


Labels printed and affixed to document



Deed submitted for recording

Check for address of Grantee



- Verify name in the body of the instrument, under the signature and in the notarial acknowledgment are the same.
- If being signed by POA, no need for verification.
- Check notarial acknowledgment for:
 - a. Venue/acknowledgment complete
 - Properly signed by notary
 - c. Expiration and seal

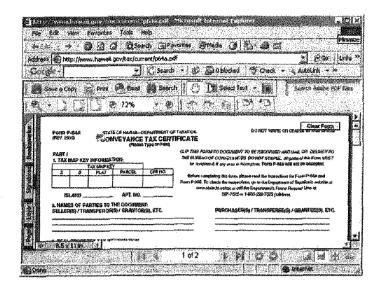
EXHIBIT "A"

All of that certain purced of land situate at Housea, Ewa, City and County of Honolulu, State of Howaii, more particularly described as Lot 23, area 3.760 separe first, more to less, as shown on File Plan 2256 recorded in the Burcas of Conveyances of the State of Howaii.

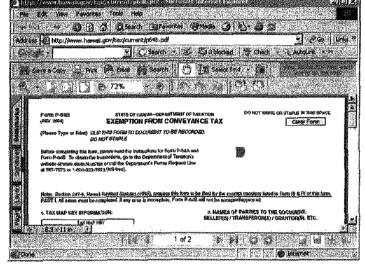
Togother with a meascalculus's appartment, casement for vehicular access over, across, along and upon Lot 184 and 185 of the Royal Kurds Subdivision, Site 5, as shown on File Plan Number 2266 the "Roddway Lots", from time to time for access to a public road, Reserving to (Original) Cranton, however, the right to relindare said access to such other location as (Original) Cranton say, from time to liane designate in vehicular accessing of any instrument designating the relocation of such access (without necessity of amending this dood). Provided, However, that in the event that any portion per all of the Roddway Lots or other designates are as are conveyed to the State of Houseis of City and County of Honolulu, or any other appropriate governmented submitty, said ensurement as to the eres so conveyed shall immediately terminate.

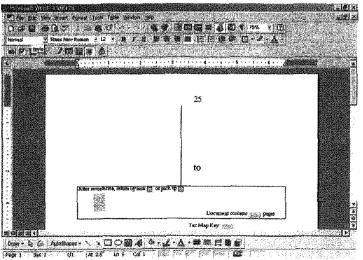
Togother also with an essensent for minimum purposes over Ensurement "23", containing an area of 400 separe feet, more or less, over and across Lot 26, as shown on File Plan No. 2286, as as forth in Decirations of Residentive Coverants (Zero Lot Line) dated April 3, 2001, recorded in said Bureau er Document No. 2001.04826).

Verify exhibit describes Regular System property.



Review conveyance tax certificate for completeness and acknowledgment



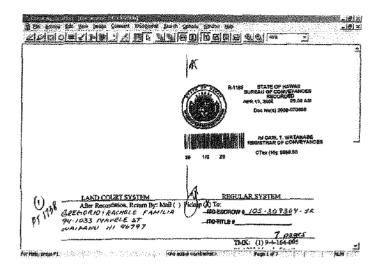


If information is valid, note fee on first page, and initial to indicate acceptance.

Check and verify check for fees.

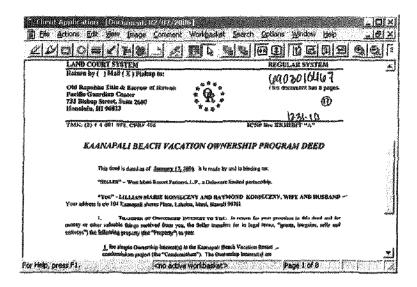
Attach check to document and forward to have labels prepared and affixed.

Regular Receiving Deed



Labels printed and affixed to document.

Double System Recording

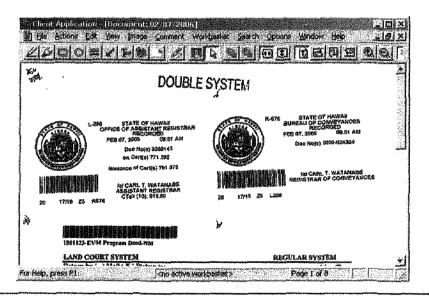


Current Practice

 Sections check respective portion and turns it over to the other, i.e. Regular will do first check and send over to Land Court to check Land Court portion.

Special Project Unit

1. Documents are checked in its entirety and a review is made of BOTH interest.



Current Practice

Sections label their own portion and turns it over to the other, i.e. Regular will
prepare and affix Regular System label and send over to Land Court to prepare and
affix Land Court labels.

Special Project Unit

 No labeling is done and checked documents are sent to receiving to be labeled as described in Current Practice Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment



Time and number ># of docs >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts

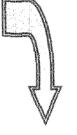


Time and number ># of docs >TMK reference >Noted on info (CT) >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



<u>REVIEW</u>

Review and Certification



301316

LABELING

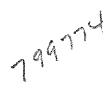
(Time and Numbering Function)

Creating and affixing labels are done by the receiving clerks of the specific sections as well as other staffers identified for this task.

- Take document and program label information based on information provided on first page of the instrument and conveyance tax form.
- Print labels on Zebra label printers
- Affix labels to appropriate document.

After documents are labeled, given to Cashiers to ring up.

PERSONNEL: This function is performed by the Receiving Clerks in each section.



لمن

Return By Mail To: TOAN DORAN 3465 WAIALAE AVE FL 4 HONOLULU, HI 96816 Satisfaction

America's Servicing Company #:1100110662 "DORAN" Lender ID:703001/115681314 Honolulu, Hawaii MERS #: 100122200001501862 VRU #: 1-888-879-8377

KNOW ALL MEN BY THESE PRESENTS that, for value received, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION owner of the beneficial interest under a certain Mortgage, whose parties, dates and recording information are below, does hereby acknowledge that it has received full payment and satisfaction of the same, and in consideration thereof, does hereby cancel and discharge said Mortgage.

Orginal Mortgagor: TOAN DO DORAN, UNMARRIED, AS TENANT IN SEVERALTY

Original Mortgagee: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC

MORTGAGE, INC., A DELAWARE CORPORATION

Dated: 03/09/2005 Recorded: 03/15/2005 in Book/Reel/Liber: N/A Page/Folio: N/A as Instrument No.: L3240689 /

in Honolulu County, Hawaii

Current Certificate of Tible le 799774

Original CT #: 738384

Property Address: 91-121 KANEANA ST #12B, EWA BEACH, HI 96706

IN WITNESS WHEREOF, said holder, by the officer duly authorized, has duly executed the foregoing instrument;

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION

On April 25th, 2006

DION CHESSAR, Assistant Secretary

301318

KU

674391

W

After recordation, return by mail or pick up

Ronald M. Tochioka 5221 Hartford Way Westminster, CA 92683

Document contains 6 pages

Tax Map Key: (2) 4-4-14-3

Deed into Trust

Before Time & Numbering 8:02 (Mail):

- Make sure all the 8:01s are Time & Numbered
- Put on fillers (releases or single documents) approximately 5 to 10*.
- Be aware when the time has changed (especially if you leave your desk)

Before Time & Numbering 8:01 (Title Company Prechecks):

- Make sure someone has bumped the system to start the next day (look for "Precheck" sign among the Land Court Receiving Clerks)
- Put on fillers (releases or single documents) approximately 10-20*.
- Do NOT Time & Number any <u>Issuance</u> documents until advised.
- Do NOT Time & Number any <u>Land Court Orders</u> (LCO) until **after** the counter has closed (3:29pm). Make sure the counter person does NOT have any customers first.

Projects:

- Make sure to check the Document and Certificate Issued amount before a set is processed.
 (NOTE: (1) missed Document or Certificate Issued will take time to fix)
- Make sure a "filler" is put in between each set. This will help to fix the set in case a document was missed before it had been processed.

^{*} Fillers are put on in case we forgot to Time & Number something for 8:01, if the counter goes over the amount of document numbers that were saved for the day OR if we need to replace pulled documents.

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	Re-Print Labels	20
Print Certificates Report	<u>(16)</u>	
Print Tax Collection Report	(7) System Functions	<u> </u>
Tan 145 Samedan (1965a)		

Land Court uses Printers:

#1 – (Counter)

#4, #5, #7 & #10

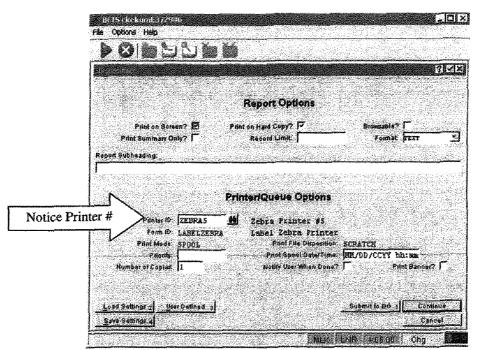
Regular uses Printers:

#2 – (Counter)

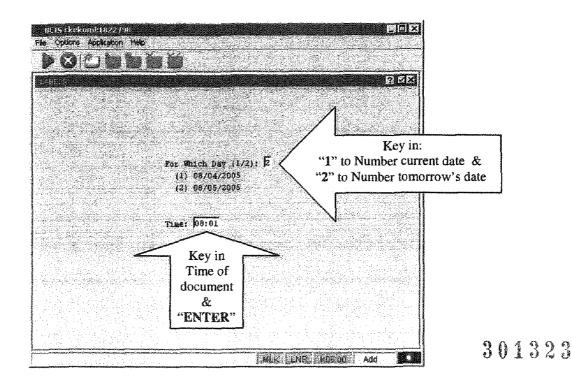
#3, #6, #8 & #9

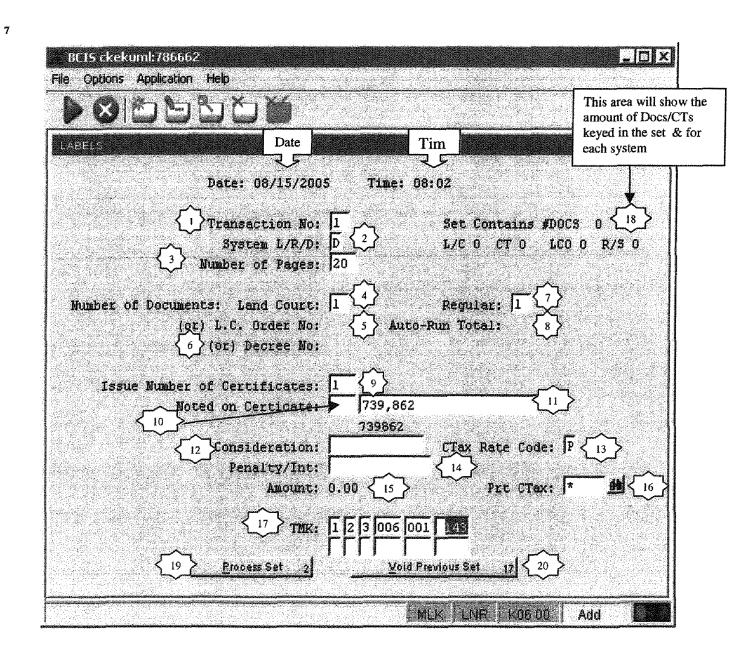
Review uses Printer #11

After you click on a printer, you will get this screen



Press "ENTER" & you will get the screen below

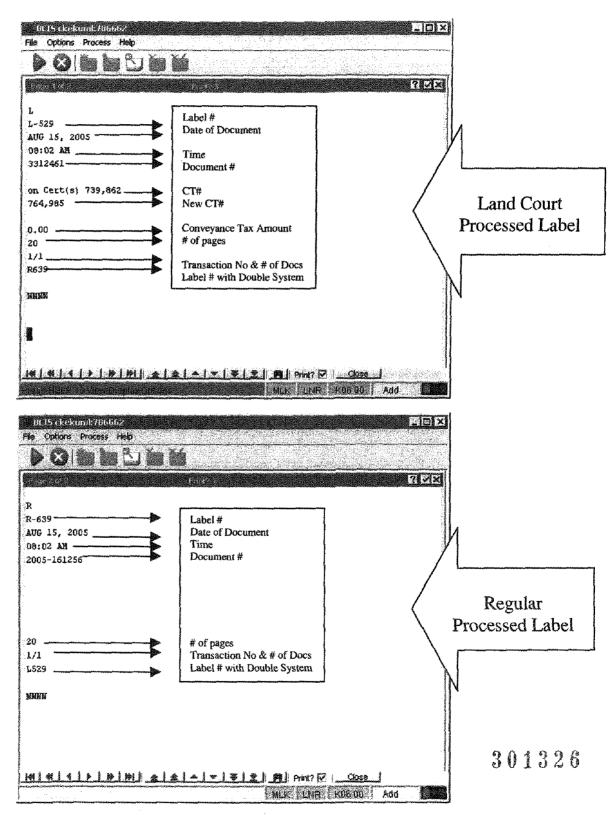




Steps to Time &

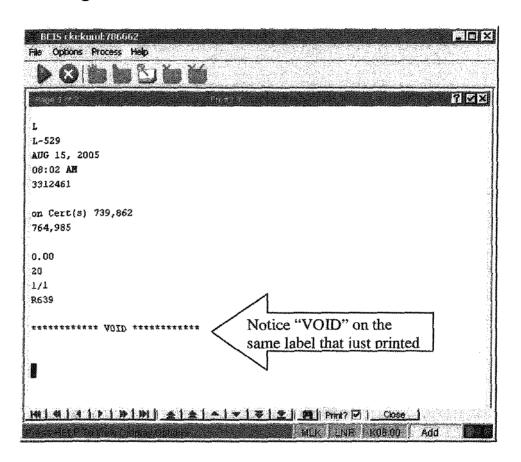
- #1 Shows "Transaction No"
 - (Ex: Doc #1 would be Transaction No 1, Doc #2 would be Transaction #2, etc)
- #2 Key in System "L" for Land Court, "R" for Regular System & "D" for Double System
- #3 Key in Number of Pages if over 20 pages (System is already defaulted to 20 pages)
- #4 Key in Number of Document Numbers needed for 1st Transaction
 (Ex: If 1st Document calls for an A/L & Consent, it would be given TWO Numbers for that document.
 Otherwise, most documents have only ONE Document Number.
- #5 Key in "1" if a Land Court Order Number is needed & make sure to delete Document Number. (Only "1" number can be issued for Land Court Order)
 - NOTE: You cannot issue a Document number & a Land Court Order on the same Transaction
- # 6 DO NOT ISSUE ANY NUMBERS FOR DECREE UNLESS DOCUMENT REQUIRES IT (Decrees are rarely issued. Please check with Supervisor to inquire if one should be issued or not.)
- #7 (Same as #4, but for Regular System Documents)
- #8 (This function is only used for Regular System to Number Multiple Documents at once)
- #9 Key in the Number of Certificate of Title numbers that will be issued for this Transaction
- #10-1st box is used to put in letter codes:
 - "AS" As listed herein (if "3" or more Certificate of Title numbers are affected)
 - "C" to copy the noted on Certificate of Title number from the previous transaction
 - "N" to have the system pick up the last Certificate of Title number that was issued
- #11 -Key in Certificate of Title number (without comma) in 2nd extended box (If entering "2" Certificate of Title Numbers, use "&" in between both CT#s
- #12- Key in Conveyance Tax Amount
- #13- Key in Tax Rate Code (CHECK CONVEYANCE TAX FORM IF BOX IS CHECKED OR NOT) "P" (Prior Years thru 6/30/2005- check Box#1 on Conveyance Tax Form),
 - "0" (Investor check Box #5 if NOT checked) &
 - "1" (Home Occupant- check Box #5 if checked)
- #14- Key in Penalty + Interest (if any)
- #15- Make sure Amount of Conveyance Tax matches the amount on the Conveyance Tax Form
- #16- If using FORM P64A & keying a Conveyance Tax Consideration, you won't have to do anything in this box
 - If using FORM P64B, you need to put an "8" in this box or an "*" (the "8" will turn into an "*") which will alert the system that a "\$0.00" Conveyance Tax Amount will need to appear on the label.
- #17- Key in Tax Map Key Number:
 - 1st box will be the Island Code (1) Oahu, (2) Maui, Molokai & Lanai, (3) Big Island & (4) Kauai 2nd box thru 5th box Zone, Section, Plat, Parcel & CPR No.
- #18- Before processing the set make sure you double check that everything was keyed in check the Document, LCO & Certificate of Title count for each system & in the set
 - ** NOTE: If you noticed that you had entered something incorrectly BEFORE Processing, you may change the transaction. Go into Change Mode "PF12", Enter Transaction # & make corrections (make sure to Press "Enter" 2x to hold correction). When done, Go into Add Mode "PF9" to continue entering your set.
- #19 -To Process (Print labels) for this set- Click on "Process Set" OR Press "Option 2" then "ESC" or "PF8" to print label (See sample of printed label on next page)
- #20- If you had already processed a set & found that you missed a document or entered something incorrectly, you may void the set Click on "Void Previous Set" or "Option Option 17" (See sample voided label following the next page)

 301325



TIME & NUMBER DOCUMENTS

When voiding a label because a document was missed when you were Time & numbering, this is what the label will look like as shown below

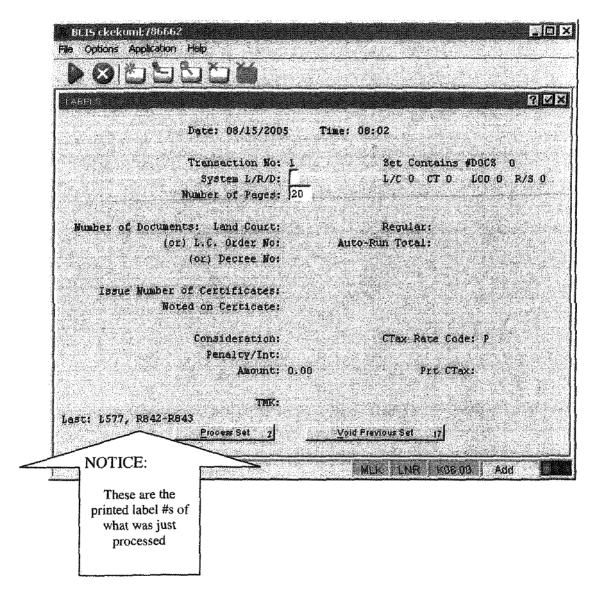


(NOTE: When Voiding a set, the Documents, LCO & Certificate of Title numbers may drop into Surplus. See Section on "SURPLUS VOIDS".

Voiding the Previous set can only be done if you are still in the Time & Numbering Screen & haven't gone out.

TIME & NUMBERING DOCUMENTS

After you process the documents & print labels, you will return to this screen



To get out of Time & Numbering – Click on the *RED* "X" at the top of the screen OR "Ctrl + PF8"

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents

> Land Court

RECEIVING

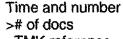
Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg. lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate. assignments of interest for releases. endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment



># of docs >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and **INDEXING**



CASHIERING

Ring up transaction and prepare receipts



Time and number ># of docs

- >TMK reference
- >Noted on info (CT)
- >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification



CASHIERING

(Receipting)

Documents placed on record are delivered to the Cashiers to ring up, i.e. take in payments and prepare receipts of the transaction.

- Insert name of customer
 - Many of them are coded into the system
- Key in label #
 - "L" or "R" followed by assigned label(s) as shown on document
- Fees for recording will display automatically.
- Additional fees, i.e. certified copies, additional CTs, non-conforming, are keyed in manually.
 - Code for miscellaneous fees are coded into system
- Proceed to payment screen and verify payment.
 - Payment is made by check, cash or credit card.
 - Code for payment type coded into system
 - Title companies have option of paying by Accounts Receivable.
 - Public customers (major recorders, i.e. IRS, Hawaiian Tel, Kauai Electric) can opt to be billed.
- Generate receipt for customer.
 - Scotch tape to back of document or give directly to customer
- Run report at end of day to ensure all labels have been receipted.

Each cashier is responsible for end of day balancing of their cash drawers. Responsibility of balancing the total revenues daily, preparation of deposit and end of month recap is rotated among the cashiers.

PERSONNEL:

• 3 Cashiers (SR12)

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

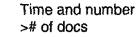
Check for recordability.

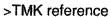
- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment





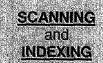




CASHIERING

Ring up transaction and prepare receipts







CASHIERING

Ring up transaction and prepare receipts

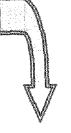


Time and number ># of docs >TMK reference >Noted on info (CT) >New Issuance



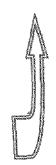
WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification



SCANNING

- Documents are picked up from the cashiers.
- Placed in numerical order.
- Documents are unstapled.
- Documents are batched in stacks approximately 2-3 inches in height and identified by colored separator sheet.
- Batch number is assigned by program and documents scanned into system.
- Images are checked for quality, clarity and pages.
 - Batch validation for page count suspended.
- Run report at end of date to determine all documents for the date are scanned.
- Documents re-stapled.
- Land Court documents taken to vault for Review to complete final certification
- Regular System documents forwarded to Will Call for distribution when indexing is completed.

PERSONNEL:

- Microphotographer II (SR07)
- Microphotographer IV (SR11)

INDEXING

This function consists of abstracting relevant information from the recorded instrument to populate data fields in our program. Inputting of information creates general indexes accessible to the public

- Select batch from program to complete data entry
- Key in pertinent information taken from scanned image as defined in program
 - Document class (coded into system)
 - Parties to the transaction (some common names are coded into system)
 - Grantor
 - Grantee
 - Description Field
 - Property affected
 - Lot #, Apt # etc
 - Marital status change, mortgage assigned, etc
- Raise concerns on questionable documents
- Reflect completion of batch
 - Post to program
- Repeat process
- After all documents are indexed into the system, transmit information to server for public access.

PERSONNEL:

- 2 Abstracting Assistant V (SR13)
- 3 Abstracting Assistant VI (SR15)
- 1 Abstractor VII (SR17)

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment



Time and number ># of docs >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



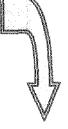
Time and number ># of docs >TMK reference >Noted on info

(CT) >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification



REVIEW

There are six (6) sections in review that are responsible for updating certificates, creating new certificates and certifying the appropriateness of the recorded instrument. Documents are separated into stacks of Add On's (non-issuance such as releases, mortgages, liens etc). PF2 (non-issuance like Add On's, however the same document affects multiple parcels), PF2 Deeds (Conveyance resulting in the issuance of certificates affecting multiple parcels/apts) and Deeds (Conveyance resulting in the issuance of a new certificate of title).

Abstracting Assistant IV (SR11) - Comparers

- Select Add On's or PF2's from assigned date.
- Abstract pertinent information from recorded instrument and endorse data onto affected certificate.
- Make copies of documents to resolve questionable filings.
- Prepare "draft prints" of certificate for final review by Assistant Registrar
- After review by AR, indicate acceptance by adding AR's initials to the endorsement.
- Prepare final print of certificate for AR's signature.
- File completed certificate and remove old.

Abstracting Assistant V (SR13) - Certificate Writers

- Select PF2 Deeds or Deeds from assigned date.
- PF2 Deed endorse conveyances on certificate for the various lots/units being transferred.
- Create new certificate
- Abstract and enter data
- Parties name
- Undivided interests
- Tenancy
- Transfer information from old certificate to new.
- Only active liens are transferred. Drop released liens.
- If multiple certificates will be merged into a single certificate, reflect merger language on new certificate.
- Makes copies of recorded documents to resolve questionable filings
- Prepare "draft" copy of certificate to be cancelled for review by AR
- Affix cancelled stamp to certificate
- Prepare "draft" of new certificate for review by AR
- After review by AR
- Indicate approval by placing AR initials on new certificate
- Print final for cancelled and newly issued certificate
- Return to AR for signature.

Abstractor IX (SR21) - Assistant Registrars

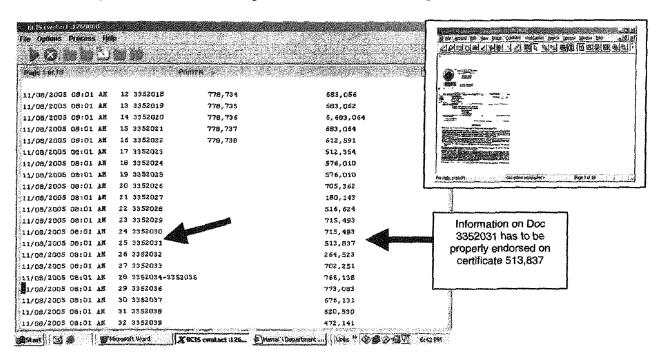
- Appointed by Land Court and sworn in as an Assistant Registrar
- Reviews recorded documents against endorsements on certificate drafts and new issuances.
- Reviews copies of prior recorded instruments to resolve validity of current recording.
- Affixes initials to "draft" prints to indicate appropriateness of final certification.
- Returns drafts to Comparer and Certificate Writer
- Acknowledges final print to reflect final process of certification complete

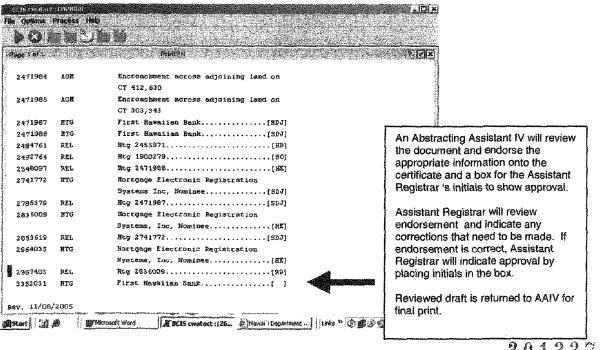
PERSONNEL:

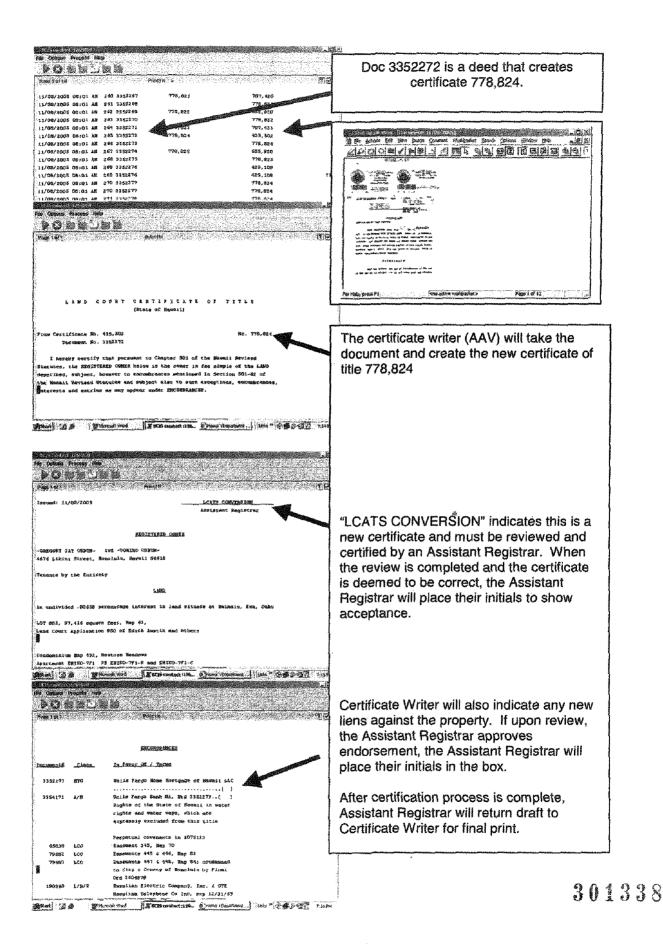
- Abstracting Assistant IV (SR11)
- Abstracting Assistant V (SR13)
- Abstractor IX (SR21)

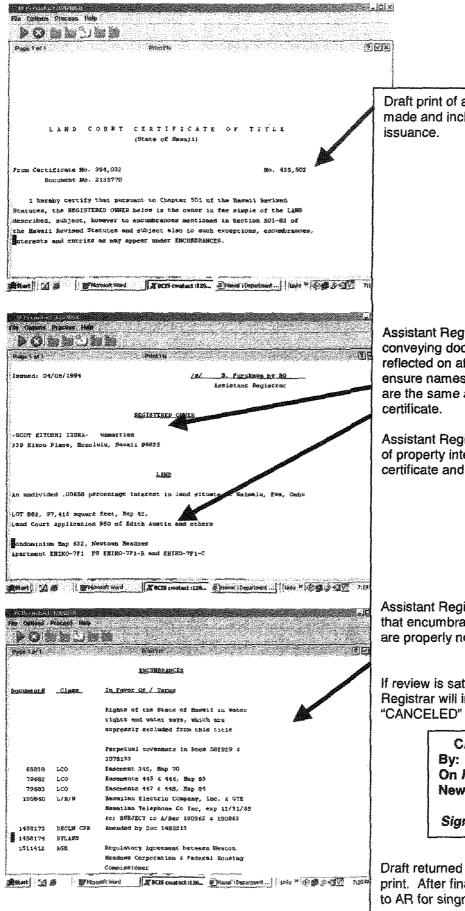
REVIEW

After the recorded Land Court documents have been scanned and indexed, it goes through a review process to certify the recordation is valid. Endorsements to the respective certificates of title reflect a general delay. It is the certification by the Assistant Registrars that has been impacted and reflect a backlog in their activities.









Draft print of affected certificate is made and included with draft of new issuance.

Assistant Registrar will compare conveying document to information reflected on affected certificate to ensure names of Grantor in the deed are the same as shown on the certificate.

Assistant Registrar validates transfer of property interest as shown on the certificate and indicated in the deed.

Assistant Registrar reviews to ensure that encumbrances affecting transfer are properly noted on new certificate.

If review is satisfactory, Assistant Registrar will indicate approval on "CANCELED" stamp affixed to draft.

> CANCELED By: 3352272 On Nov 8, 2005 New CT 778,824

Signature of AR

Draft returned to CT Writer for final print. After final print is done, returned to AR for singnature.

Regular Systen

Title Company & General Public documents



WILL CALL

Mail from Post
Office and
delivery opened
and separated in
batches for Land
Court and
Regular System.

Distributed



Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page

- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

Check for recordability.

- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment



Time and number ># of docs >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



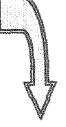
Time and number ># of docs >TMK reference >Noted on info (CT)

>New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification





WILL CALL

(Post Receiving)

After completion of the recording process, documents are returned to Will Call for distribution to the public.

- Regular System after scanning and indexing is complete.
- Land Court after final certification by review.

Documents are segregated into different batches and placed in counter drawers for pickup or mailed in bulk:

- Major lenders
- Attorneys
- Title Companies

General Public mail (individual transactions) are folded and placed in envelopes for mail out.

PERSONNEL:

- Clerk III (SR08)
- Clerk IV (SR10)

PERSONNEL

WILL CALL:

- Clerk III (SR08) 3
- Clerk IV (SR10) 1

RECEIVING:

- Receiving Clerk I (SR17)
 - Land Court 5
 - Regular System 4
- · Receiving Clerk II
 - Land Court 1
 - Regular System 1

SCANNING:

- Microphotographer II (SR07) 3
- Microphotographer IV (SR11) 1

INDEXING:

- Abstracting Assistant V (SR13) 2
- Abstractor VI (SR15) 3
- Abstractor VII (SR17) 1

REVIEW:

- Abstracting Assistant IV (SR11) 6
- Abstracting Assistant V (SR13) 6
- Abstractor IX (SR21) 6 (one vacant)

Special Project Unit Activities

The efforts of checking by the special project unit, in a simplified version follows and responses in red indicate added efforts by the group to facilitate the recording process.

- Ensure names shown in documents are consistent to the information reflected in our certificates of title. Names must be in full, no initials
 - If initials are indicated, the full name is endorsed on the document.
 - If identification of parties to the instrument need clarification, appropriate endorsement are donel
- Address of grantee/mortgagee/lessee is indicated.
 - Missing addresses are endorsed on the document.
- Correct certificate of title is referenced in instrument
 - Rules call for "proper" certificate of title reference in the document.
 - Documents that do not reflect the current certificate of title or do not show a reference is generally rejected.
 - In these instances, SPU does a search is to locate the current certificate of title number. The certificate is then endorsed on the document.
- If the Grantee/Mortgagee/Lessee is a corporation, must show state of incorporation and provide letter of good standing.
 - Endorse state of incorporation if not shown
- With Release of mortgages
 - Check certificate to ensure party releasing has interest.
 - If releasing party differs from original mortgagee, check for assignments or change of name to validate party's authority to release mortgage.
- Original signature of parties
 - If documents are signed by a Power of Attorney, check for recorded POA.
- Proper notarial acknowledgement
 - Venue
 - Name of parties being notarized consistent with name under signature and in the body of the instrument.
 - Signature
 - Expiration date
 - Seal

- If document is a deed transferring title
 - Check conveyance tax certificate for completion
 - Note recording of conveyance on current certificate of title or on last conveying document if certificate has not been created.

- If document is a "Double System" instrument, a complete check is done
 - Current practice has the document being passed between sections. After one section checks their part, the document is forwarded to the other section for them to check theirs, i.e. Regular checks regular; Land Court checks land court, never both. SPU check BOTH.
- Note fees on first page of document and initial approval
- Validate check is for the proper amount
- Determine check not stale dated
 - Stale dated checks were an issue when project began. To avoid additional delays, we reached an agreement with First Hawaiian Bank to negotiate stale dated checks. SPU staff would contact the issuer and if they approved, the recording package was submitted with the "stale dated" check. Internal objections to this process has resulted in the suspension of this effort.

After documents are check and accepted for recording, delivered to respective receiving sections for labeling.

Volunteer Skills

Receiving Documents:

- Has basic understanding of recording laws and process.
- Basic knowledge of title abstracting to understand and validate authority of signatories, grantors, assignors, lessors etc., involved in real estate transactions.
- Basic understanding of computer use to prepare rejections for documents containing deficiencies utilizing microsoft word, and be able to navigate from screen to screen, program to program.

Labeling:

- Basic computer skills to be able to navigate within and between program screens.
- Knowledge of real estate laws/processes is helpful as they would be able to identify potential missing instruments, i.e. deed without a conveyance tax certificate, fee reflects certificate issuance but it is a mortgage, etc.

Cashiering:

- Basic computer knowledge to be able to navigate between programs.
- Accounting knowledge helpful but not a requirement.
- Able to think logically to determine errors
- Use of calculator/adding machine. Checks are totaled and audited daily.

Scanning:

- Basic computer knowledge to be able to navigate through the system.
- Knowledge of equipment (microfilm cutter, microfilm printer, etc.) use helpful but not required.

Indexing:

- Knowledge of computer use to navigate through indexing programs
- Understanding of real estate laws and rules
- Typing skills
- Abstracting knowledge

Review: Abstracting Assistant IV and V

- Knowledge of abstracting title documents
- Basic computer skills to be able to navigate programs
- Typing skills

Review: Abstractor IX

- Knowledge of HRS 501, laws and rules governing real estate transactions
- Knowledge of abstracting title documents and ability to research questionable filings.
- Certification and appointment required from Land Court.

CURRENT VOLUNTEER ACTIVITY

- 1. Volunteers are assisting with:
 - a. Re-stapling of scanned documents.
 - b. Noting document completion processing in Review
- 2. Not certain if help is being given to Will Call to segregate and distribute the mail. The last volunteer I am aware of was let go because of objections that were raised.

CHALLENGES

Stale Dated Checks:

A

Stale dated checks were an issue when we first started. To avoid additional delays, we reached an agreement with First Hawaiian Bank to negotiate stale dated checks. Staff would contact the issuer and if they approved, we submitted the recording package with the "stale dated" check.

Recording packets were being returned by Cashiers refusing to accept stale dated checks even though SPU staff received approval from the sender to deposit. An instance of approval notes on the check were erased and packet sent back to SPU.

Although concerns were raised, the practice by the Cashiers continued. Recording packets involving stale date checks are now being returned. Efforts to facilitate the recording by obtaining approval has been suspended.

Indexing delays:

Indexing delays adversely affect access to up to date information.

В

Up to date information would help in the receiving process and certainly minimize liabilities on the part of the public depending on the information we provide.

While this issue has been brought up previously, the time delay is increasing.

Labeling inconsistency:

Some of the information being delivered to the public was programmed to be partially done at the time labels were printed.

C

Initially, BOTH systems were inputting tax map key information when preparing labels. Currently, Land Court continues this practice while Regular System has terminated this activity.

Concern raised previously, however inconsistent practice continues.

D

Question relating to why the SPU is not labeling documents is based on the understanding with the union on what the functions of the unit would be. The label printers were removed from the site and the unit continued with its sole focus of checking documents.

Another consideration with the labeling is that the number of backlog mail labeled daily should be evenly distributed so as to not impact an individual AR.

Receiving mail backlog:

The activity of the Special Project Unit has increased the number of daily recordings. As we have been advised that the only function the unit can perform is checking of the documents, when the accepted documents are delivered to Land Court receiving, it imposes additional work requirements on the receiving staff.

Not certain what the impact has been but have grave concerns that the efforts of the SPU do not adversely impact the section's ability to keep current.

Review backlog efforts:

The process of final certification has been affected with the temporary assignment of one of the Assistant Registars. Each AR is assigned dates within a given month and are responsible for certifying the recorded documents, in addition to assuming selected dates of the temporarily assigned AR.

While final certification is a concern, it can be tempered through added efforts to have indexing completed daily.

Possible considerations to move the dates in a more consistent manner would be to work the documents in date order. Keep assigned dates for the AR to address daily inquiries. However, the dates would be worked first in, first out. This would eliminate the differences in completed dates.





STATE OF HAWAII

DEPARTMENT OF LAND AND NATURAL RESOURCES BUREAU OF CONVEYANCES

P. O. BOX 2867
HONOLULU, HAWAN 96803
August 1, 2006

Ms. Kristi Maynard, Treasurer First Hawaiian Bank 2339 Kamehameha Highway Honolulu, Hawaii 96819 VIA FAX 844-3677

Re:

Checks dated longer than 6 (six) months

Dear Ms. Maynard:

This is to confirm our conversation last week regarding checks dated longer than six months or dates that reflect expired negotiable dates.

As we discussed, the Bureau of Conveyances encountered delays in addressing documents submitted for recording and a special project group was created to address this backlog. One of the immediate concerns we faced was checks considered "stale dated," (older than six months) or checks indicating the expiration date had been exceeded.

You explained that First Hawaiian Bank does a cursory review of the checks deposited. However, based on the sheer volume of checks deposited by the State of Hawaii, First Hawaiian Bank does not review all checks for acceptability and relies on the paying bank to determine the negotiability of the instrument.

We are requesting all checks deposited by the Bureau of Conveyances be processed in accordance with your processing protocol and should any checks be returned for reasons of "stale date" or "check expired," your process of charging back the account based on the returned check be exercised. The Bureau of Conveyances recognizes and accepts your normal fees for such returns.

We would appreciate acknowledgment of your acceptance so we may continue to address our current concern without creating additional delays in our process.

Thank you very much for your consideration.

Very truly yours,

Carl T. Watanabe

Registrar

301349

cc: Milton Coates, Senior Vice-President



First Hawaiian Bank P. O. Box 1959 Honolulu, Hawaii 96805 Kried L. Maynard Senior Vice President & Treasurer Treasury & Investment Division

August 4, 2006

Mr. Carl Watanabe
State of Hawaii
Department of Land and Natural Resources
Bureau of Conveyances
P.O. Box 2867
Honolulu, Hawaii 96803

Subject: Stale dated deposit items

Dear Mr. Watanabe:

Per your authorization, we have instructed our Money Processing Center to honor any deposits consisting of stale dated checks (older than six months) made to the following account:

Director of Finance, State of Hawaii
Department of Land & Natural Resources
Bureau of Conveyances – Oahu
Account: 01-000497

Account: 01-000497 Location: 0301

As we discussed, the deposits will be processed in the normal manner and without regard to check dates. Any returned checks will be charged back to the account following our normal return item procedures. Fees associated with the returns will be assessed according to the terms of the State's banking contract.

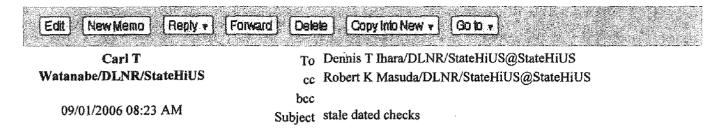
If you have any questions or concerns, please feel free to contact Lynne Kishimoto at 844-3692.

Very truly yours,

Kristi Maynard

Senior Vice President & Treasurer

c: Charlotte Olmos, FHB Money Processing Center Michael Coates, FHB Transaction Management Division stale dated checks Page 1 of 1



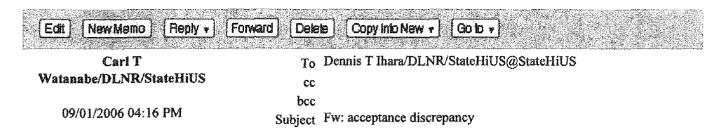
I left copies of my correspondence with First Hawaiian Bank with you yesterday. Both you and Bob were given these copies to understand what we have gone through to facilitate the recording process and resolve the constant return of checks by the cashiers.

The cashiers should not be making their own policies and certainly should not be erasing notes we place on checks to indicate who we spoke to for approval. The check dated in 2005 from Wells Fargo was APPROVED by Janice Medina and noted on the check. The note was confirmed by Susan Cummings, Land Court Receiving Supervisor.

The recording packet and check were returned to Susan after they had time and numbered the document. The note on the check was erased. The erasing of this note was irresponsible and totally contrary to what we are attempting to do with the backlog. If the cashiers had any questions on the validity of the check, they should have contacted Bob or you. However, they appear to have taken on an entirely new perspective that they can do whatever they please without consequences.

Please check into this matter to determine under what authority they were able to erase our notes, AND return the recording for reversal. Not remembering or not recalling should not be an acceptable response. If the individual who erased the note cannot be honest, the entire section should be put on notice that this type of behavior is unacceptable. Someone should be held accountable don't you think? The note didn't erase itself.

Please advise what has been done to avoid future repeats of this type of behavior that results in much frustration on those that are trying to do their job in the best interest of the public.



Forwarding the email originally sent to bring you up to date on the check issues.

---- Forwarded by Carl T Watanabe/DLNR/StateHiUS on 09/01/2006 04:24 PM -----

Carl T Watanabe/DLNR/StateHiUS ToDennis T Ihara/DLNR/StateHiUS ccNancy E Bartter/DLNR/StateHiUS@StateHiUS Subjectacceptance discrepancy

08/24/2006 09:47 AM



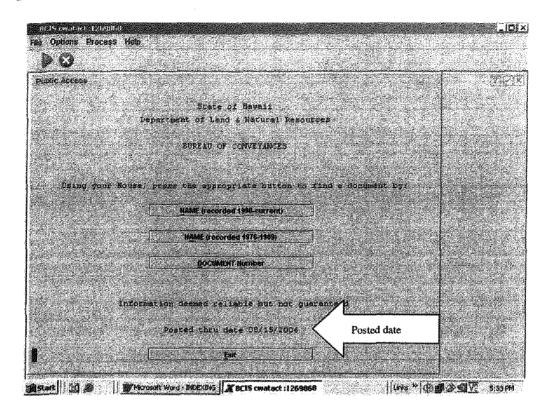
When efforts to address the backlog began, one of the issues we were confronted with was checks that were six months or older. Information from our cashiers indicated First Hawaiian Bank would return the checks because of state date policies.

We contacted First Hawaiian Bank and as a matter of practice, they would not question state dates on check deposited to our FHB account. The authorization to not accept "state dated" checks comes from the paying bank. We discussed our situation and came up with a process that would allow us to deposit "state dated" checks into our FHB account without further oversight by FHB to validate the negotiability of the check. A copy of my confirmation to FHB and their reply was provided to Bob. We were trying to look for ways to eliminate further delays in our processing. Initially, the thought was just to deposit the checks and if returned, contact the customer for a new check. We (BOC) would absorb fees imposed by FHB for return checks.

When the team comes across a "stale dated" check, they are instructed to call the issuer of the check to determine if we can still process the item. If we receive an okay, we process the documents and send it along. The most recent was a check found in our March stack of documents dated July 2005. We contacted the attorney's office and received their approval to go ahead and process the check, it would be okay. It was returned by the cashiers and as stated in the meeting on Tuesday, they won't take it. Since this is contrary to what we had worked out with FHB which Bob was aware of, can we get some kind of memo from the cashiers or the branch chief and I will advise the project group to discontinue efforts to negotiate stale dated checks.

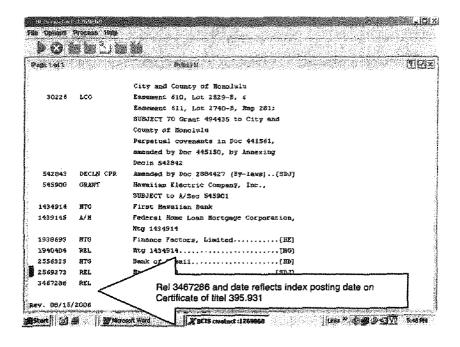
The recording package was returned by the cashiers based on "state dated" check. This same issue was brought up on Tuesday when both the Senior Cashier and Branch Chief remarked that a LOT of state dated checks are being returned and they shouldn't be given more work because of the returns. I am certain what is meant by "more" work as the bureau now has had three cashiers (up by one) for the last few months. Since they do not want to "chase" down the issuer of the checks being returned, I asked for them on Tuesday and we would do the follow up. To date, nothing has been turned over. I am really curious to see what a LOT of returns for stale date looks like. Can you get the stack of returns and we will address collections.

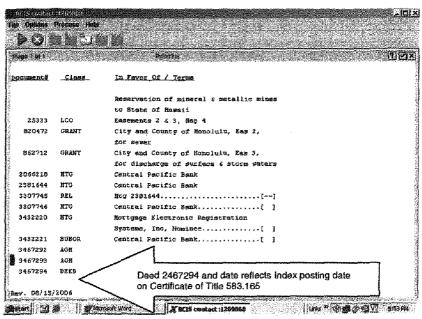
As of September 17, 2006, the Bureau's index reflects transactions through August 15, 2006.

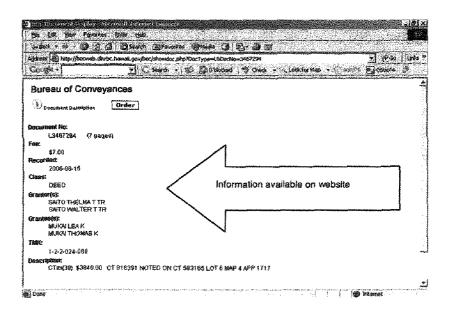


Transaction information for August 15, 2006

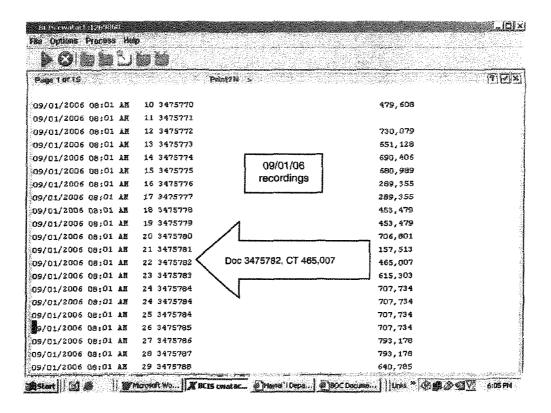
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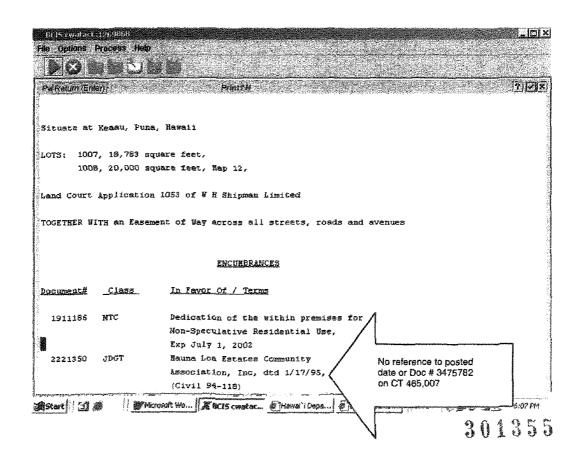


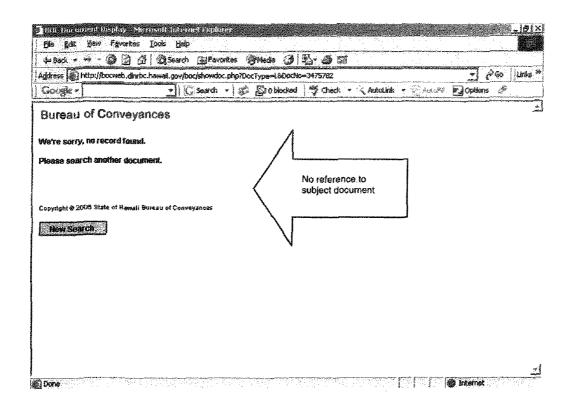


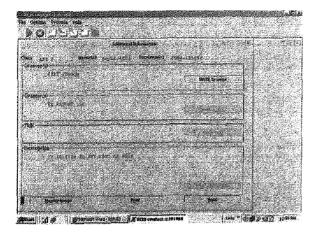


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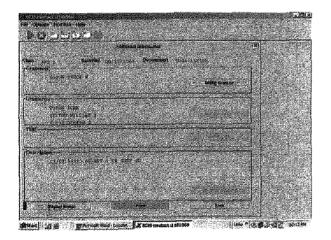








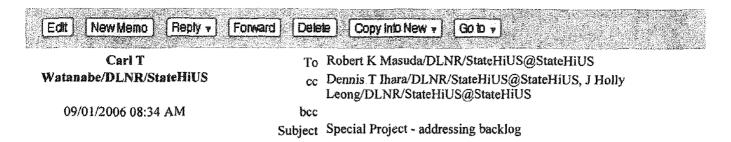
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According to Jeff Morgan yesterday, the only efforts they approved was CHECKING of the mail backlog. When I asked for some written parameters to understand our role, Jeff replied that he has been after Holly for the written agreement outlining what the group was supposed to do, "Bob and I agreed only to the checking of documents." Has Holly been able to finalize the agreement document?

If that is our only function, the volunteers Bob Awana will be getting needs to have some background understanding to our recording process and have computer and written skills to be able to work our sites and reject documents reflecting recording deficiencies. Once the volunteers are secured, I will work with them. Dennis, this might be a good time to learn some of the technical requirements first hand.

The other backlog areas you mentioned, review and indexing, are not part of the efforts we are supposed to address if what Jeff is saying is accurate.

Recording requested by: Countrywide Home Loans, Inc.

When recorded mail to: COUNTRYWIDE HOME LOANS DOCUMENT PROCESSING MS: SV-79 PO BOX 10423 VAN NUYS, CA 91499-6211 Attn: ASSIGNMENT UNIT

DOUBLE SYSTEM

CORPORATION ASSIGNMENT OF MORTGAGE Doc. ID# 00570095432005N Commitment# 8000046

For value received, Countrywide Home Loans, Inc., 1800 Tapo Canyon Road, Simi Valley, CA 93063, its successors and assigns, hereby assigns and transfers to Mortgage Electronic Registration Systems, Inc., 1595 Spring Hill Road, Suite 310, Vienna, VA 22182 its successors and assigns, as nominee for MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. (MERS) AS NOMINEE FOR COUNTRYWIDE HOME LOANS, INC., its successors and assigns, all its rights, title and interest in and to a certain Mortgage dated 7/16/04, executed by: JAMES YOSHID OUEYPO, Mortgagor as per MORTGAGE recorded as Instrument No. 2004-150230 on 7/23/04 in Book Page Of Official records in the County Recorder's Office of HONOLULU County, HAWAII.

Tax Parcel HONOLULU COUNTY, HAWAII.

Tax Parcel HONOLULU CITY/COUNTY TAX COLLECTOR Original Mortgage \$34,500.00 Certof Tite HONOLULU CITY/COUNTY TAX COLLECTOR B7-118 KULAHELELA PLACE, WAIANAE, HI 96792

Together with the Note or Notes therein described or referred to, the money due and to become due thereon with interest, and all rights accrued or to accrue under said Mortgage.

Dated: 10/07/2005

Countrywide Home Loans Inc.

HEIDIY SMALLEY, ASSISTANT SECRETARY .

State of California County of Ventura

On 10/07/2005 before me, ANGELES MEDINA, personally appeared HEIDI SMALLEY, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their duly authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the persons acted, executed the instrument. Witness my hand and official seal.

Signature:

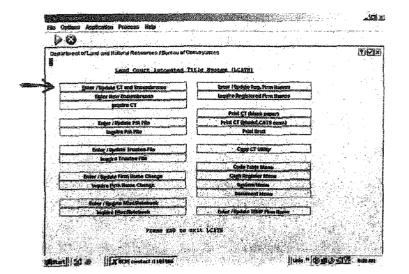
Prepared by: ASSIGNMENT UNIT 1800 TAPO CANYON ROAD SV-79C SIMI VALLEY, CA 93063 Phone#: (805) 577-4246 Ex MIN: 100015700038925281 MERS Phone: 1-888-679-6377

Ext: 4246

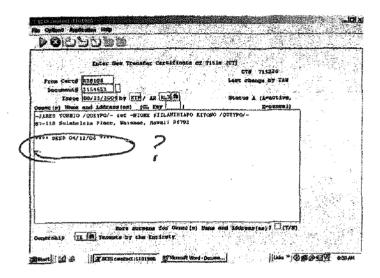
ANGELES MEDINA Commission # 1458522 Notary Public - California Ventura County My Comm. Expires Dec 23, 2007

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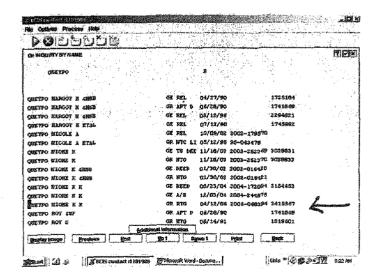
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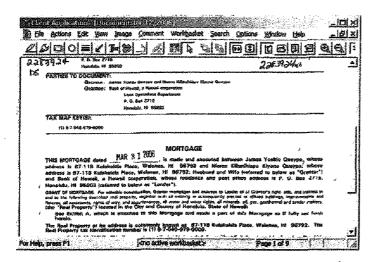


Use TRANSFER FROM search mode



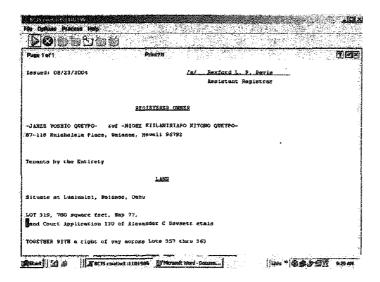
DO A SEARCH FOR NEW ISSUANCE





No DEED found. MORTGAGE recorded on April 12, 2006.

Correct Certificate of Title to remove reference to DEED 4/12/06



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Return By Mail To: TOAN DORAN 3465 WAIALAE AVE FL 4 HONOLULU, HI 96816 Satisfaction

America's Servicing Company #:1100110662 "DORAN" Lender ID:703001/115681314 Honolulu, Hawaii MERS #: 100122200001501862 VRU #: 1-888-679-6377

KNOW ALL MEN BY THESE PRESENTS that, for value received, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION owner of the beneficial interest under a certain Mortgage, whose parties, dates and recording information are below, does hereby acknowledge that it has received full payment and satisfaction of the same, and in consideration thereof, does hereby cancel and discharge said Mortgage.

Orginal Mortgagor: TOAN DO DORAN, UNMARRIED, AS TENANT IN SEVERALTY

Original Mortgagee: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC

MORTGAGE, INC., A DELAWARE CORPORATION

Dated: 03/09/2005 Recorded: 03/15/2005 in Book/Reel/Liber: N/A Page/Folio: N/A as Instrument No.: L3240689 /

in Honolulu County, Hawaii

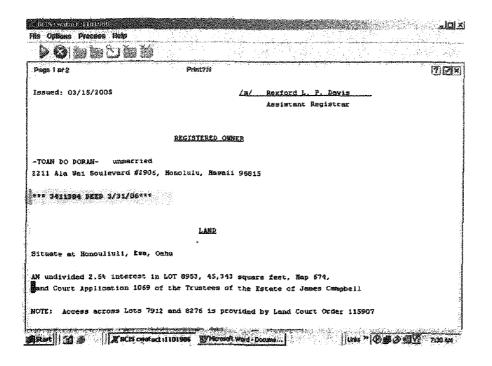
Current Certificate of This to 799774

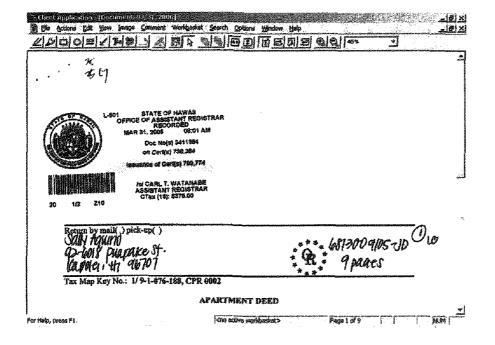
Original CT #: 738384

Property Address: 91-121 KANEANA ST #12B, EWA BEACH, HI 96706

IN WITNESS WHEREOF, said holder, by the officer duly authorized, has duly executed the foregoing instrument;

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION
On April 25th, 2006





After recording, return to: SARAH AFSHAR, JESSE JOHN BOLKA 91-1131 Kaileolea Dr Apt 3C4 Ewa Beach, HI 96706

DOCID#00011653532005N

REPERENCE

RELEASE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

That Mortgage Electronic Registration Systems, Inc. whose principal office and post office address is: 1330 W. Southern Ave., MS: TPSA-88, Tempe, AZ 85282-4545

having received full payment of the obligation(s) mentioned in and secured by that certain mortgage it made by SARAH AFSHAR, JESSE JOHN BOLKA

dated 11/09/2001 and recorded in BUREAU OF CONVEYANCES of the state of Hawaii in Doc # 2752519, Certificate No. N/A does/do hereby release, cancel and discharge said mortgage and release and forever quit claim unto said Mortgagors, their hosts, personal representatives, successors in interest and assigns, all right, title and interest by Mortgagee acquired under said Mortgage in and to the property therein described

IN WITNESS WHEREOF, said mortgagee have caused these presents to be duly executed this 12 day of April, 2006

Mortgage Electronic Registration Systems, Inc.,

Roxanne Bermea, Assistant Secretary

STATE OF ARIZONA COUNTY OF MARICOPA

On 04/12/2006, before me, Angela Gil, Notary Public, personally appeared Roxanne Bermea personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official Seal

Angela Gil, Motary Public

Prepared by Steven M. Galiano

OFFICIAL SEAL
ANGELA GIL
NOTARY PUBLIC - ARIZONA
MARICOPA COUNTY
My Comm. Expires May 15, 2009
(notarial seal)

301364

After Recording Return To: PEELLE MANAGEMENT CORPORATION Mail X Pickup | After Recordation Return by: To: ASSIGNMENT JOB#90864 P.O. BOX 1710 CAMPBELL, CA 95008-1710 NEW CENTURY MORTGAGE CORPORATION 1-408-866-6868 18400 VON KARMAN, SUITE 1000 92612 IRVINE, CALIFORNIA Loan Number: 0001608717 This form was prepared by: NEW CENTURY MORTGAGE CORPORATION . address: 18400 VON KARMAN, SUITE , tel no.: 1(800)967-7623 1000. IRVINE, CA 92612 ASSIGNMENT OF MORTGAGE #199099 For Value Received, the undersigned holder of a Mortgage (herein "Assignor") whose address is 18400 VON KARMAN, SUITE 1000, IRVINE, CA 92612 does hereby grant, sell, assign, transfer and convey, unto Chase Home Finance LLC (herein "Assignee"). 10790 Rancho Bernardo Rd. a corporation organized and existing under the laws of San Diego, CA 92127 whose address is , made and executed by a certain Mortgage dated June 18, 2004 CHINLY CALIBUSO OCAMPO AND REINA GACUSAN OCAMPO, HUSBAND AND WIFE, AS TENANTS BY THE ENTIRETY. to and in favor of NEW CENTURY MORTGAGE CORPORATION upon HONOLULU County, State the following described property situated in of Hawaii: SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF. Two Hundred Forty-Seven Thousand and No/100 such Mortgage having been given to secure payment of 247,000.00) (\$ (Include the Original Principal Amount)

and/or filed in the office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Number

301365

, which Mortgage is of record in

and noted on Transfer of Certificate of Title Number 6811004345

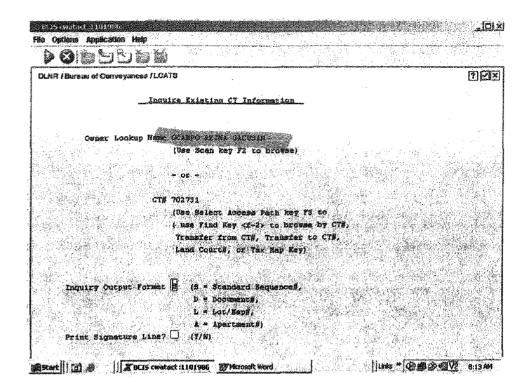
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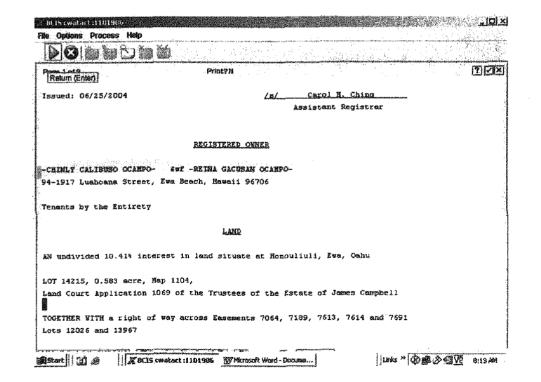
initials:

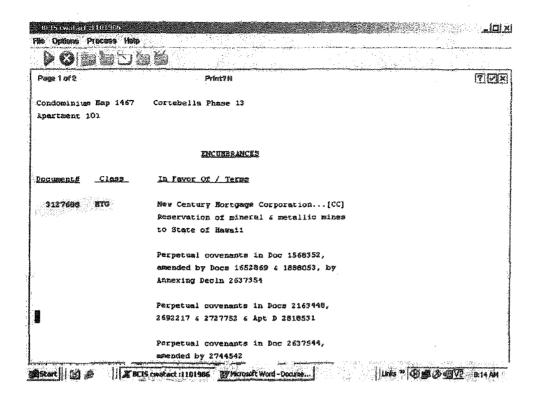
VMP MORTGAGE FORMS - (800)521-7291

Hawali Assignment of Mortgage

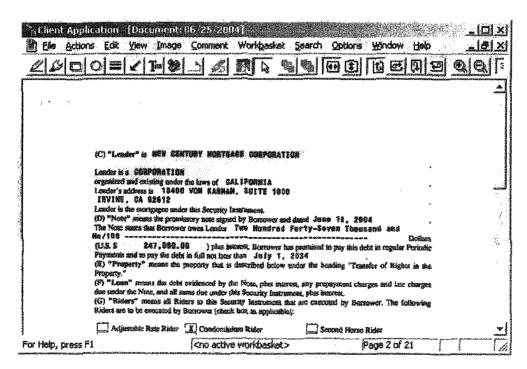
(%) -995(HI) (9608)







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After Recordation Return by:

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Pickup | To:

After Recording Return To: PEELLE MANAGEMENT CORPORATION ASSIGNMENT JOB#90864

P.O. BOX 1710 CAMPBELL, CA 95008-1710 1-408-866-6868

NEW CENTURY MORTGAGE CORPORATION 18400 VON KARMAN, SUITE 1000 IRVINE, CALIFORNIA 92612

Loan Number: 0001608717

This form was prepared by: NEW CENTURY MORTGAGE CORPORATION

1000, IRVINE, CA 92612

18400 VON KARMAN, SUITE , address:

, tel no.: 1(800)967-7623

ASSIGNMENT OF MORTGAGE #1729.063

For Value Received, the undersigned holder of a Mortgage (herein "Assignor") whose address is 18400 VON KARMAN, SUITE 1000, IRVINE, CA 92612

does hereby grant, sell, assign, transfer and convey, unto

a corporation organized and existing under the laws of

Chase Home Finance LLC

10790 Rancho Bernardo Rd.

(herein "Assignee")

whose address is a certain Mortgage dated June 18, 2004 San Diego, CA 92127

301368

, made and executed by

CHINLY CALIBUSO OCAMPO AND REINA GACUSAN OCAMPO, HUSBAND AND WIFE, AS TENANTS BY THE ENTIRETY.

to and in favor of NEW CENTURY MORTGAGE CORPORATION the following described property situated in

upon County, State

of Hawaii:

Page 1 of 2

SEE LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF.

such Mortgage having been given to secure payment of Two Hundred Forty-Seven Thousand and No/100 -247,000.00) (\$

(Include the Original Principal Amount)

and/or filed in the office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Number 312 7688 and noted on Transfer of Certificate of Title Number 6811004345 , which Mortgage is of record in

Hawaii Assignment of Mortgage **2002 -995(HI)** (9608)

initials:

VMP MORTGAGE FORMS - (800)521-7291



County, State of Hawaii, together with the

) of the

	accrue u	and obligations the order such Mortgar HAVE AND To not of the above-de	ge. O HOLD the	same unto A	•			·	•	
	IN June	WITNESS W 28, 2004	HEREOF,	the undersign	ned Assignor		9			on
/	Witness			HILLIAN DORTO	SAGA By	NÉW CEI	YTURY MOR	(Assignor)	DRATION	***************************************
	Witness		44 - 44 - 44 - 44 - 44 - 44 - 44 - 44	AUC AUC 3	7		/illanueva \Shipping			province and a second
	Attest			TO CALIFO						
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		the basis of satisf and acknowledge his/her/their signa executed the instr	ed to me that a ture(s) on the	he/she/they exe	cuted the same	e name(s) i in his/her/t	s/are subscrib their authorize	ed capacity(ies),	n instrument and that by	
		WITNESS r	ny hand and	official seal.						
					Mi	chelle F	lores			
	@ -99	95(HI) (9608)	Ø ∰ -1	163B (9805)	Page 2 of 2					

, at page

(or as No.

Chase Home Finance IIC is a Delaware corporation

Book, Volume, or Liber No. Records of HONOLULU

************** 米 米 ***** ************* CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT STATE OF CALIFORNIA **COUNTY OF ORANGE** 米 米 米 On June 28, 2004 before me the undersigned Michelle Flores. A * Notary Public in and for Orange County and the State of California, personally appeared Magda Villanueva, A.V.P./ Shipping Manager of New Century Mortgage Corporation, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons acted, executed the instrument. ******** Witness my hand and official seal Signature of Notary Public MICHELLE FLORES Comm. # 1464534 ARY PUBLIC - CALIFORNIA Michelle Flores **COMMISSION # 1464534 COMMISSION EXPIRES:** 米 January 20, 2008 米 301370 ***************

OLD REPUBLIC TITLE CORPORATION ORDER NO. 6811004345

THE LAND UPON WHICH SAID CONDOMINIUM IS LOCATED IS DESCRIBED AS FOLLOWS:

All that certain parcel of land situate at Honouliuli, District of Ewa, City and County of Honolulu, State of Hawaii, described as follows:

Lot 14215, area 0.583 acre, more or less, as shown on Map 1104, filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii with Land Court Application No. 1069 of the Trustees under the Will and of the Estate of James Campbell, deceased.

TOGETHER WITH non-exclusive rights of access over, upon and across Easement 7691, as shown on Map 1117, Easement 7614, as shown on Map 1104, Easement 7613, as shown on Map 1103, Easement 7189, as shown on Map 1045, Easement 7064, as shown on Map 1021, Roadway Access Lot 13967, as shown on Map 1060, and Roadway Access Lot 12026, as shown on Map 894, all of which said maps are filed with said Land Court Application No. 1069. Said rights of access to continue until such time as said Roadway Access Lots are dedicated and conveyed to the City and County of Honolulu, State of Hawaii, or other responsible authority as to public roadways.

Neted on Certificate of Title 102731

301371

June	2005	LC	REG		MTD	2006	LC	REG		MTD
Monday				0	0				0	0
Tuesday				0	0				0	0
Wed	1	657	1449	2106	2106		0	0	0	0
Thurs	2	583	1278	1861	3967	1	489	803	1292	1292
Fri	3	669	930	1599	5566	2	581	875	1456	2748
	·	1909	3657	5566			1070	1678	2748	
Monday	6	771	808	1579	7145	5	542	690	1232	3980
Tuesday	7	674	1055	1729	8874	6	468	961	1429	5409
Wed	8	749	1092	1841	10715	7	449	861	1310	6719
Thurs	9	687	1195	1882	12597	8	581	728	1309	8028
Fri	- 10			0	12597	9	665	979	1644	* 9672
		2881	4150	7031			2705	4219	6924	
Monday	13	1804	926	2730	15327	12	0	0	0	9672
Tuesday	14	734	1015	1749	17076	13	646	742	1388	11060
Wed	15	842	1095	1937	19013	14	645	1032	1677	12737
Thurs	16	671	1019	1690	20703	15	701	899	1600	14337
Fri	17	656	1005	1661	22364	16	610	1174	1784	16121
		4707	5060	9767			2602	3847	6449	
Monday	20	589	960	1549	23913	19	492	957	1449	17570
Tuesday	21	605	1153	1758	25671	20	562	1165	1727	19297
Wed	22	591	951	1542	27213	21	642	1131	1773	21070
Thurs	23	504	849	1353	28566	22	631	891	1522	22592
Fri	24	684	1083	1767	30333	23	711	1006	1717	24309
		2973	4996	7969			3038	5150	8188	
Monday	27	480	841	1321	31654	26	695	935	1630	25939
Tuesday	28	533	1475	2008	33662	27	534	1196	1730	27669
Wed	29	688	1251	1939	35601	28	647	1097	1744	29413
Thurs	30	999	1649	2648	38249	29	719	906	1625	31038
Fri				0	38249	30	966	1342	2308	33346
		27.00	5216	7916			3561	5476	9037	

 15170
 23079
 38249
 12976
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 33346

 -2194
 -2709
 -4903

 -14.46%
 -11.74%
 -13%

July	2005	LC	REG		MTD	2005	LC	REG		MTD
.√londay		0	0	0	0	3	656	678	1334	1334
Tuesday		0	0	0	0	4		0	0	1334
Wed		0	0	0	0	5	604	986	1590	2924
Thurs		0	0	0	0	6	809	895	1704	4628
Fri	1	614	1047	1661	1661	7	677	831	1508	6136
		614	1047	1661			2746	3390	6136	***************************************
Monday	4	- 0	0	0	1661	10	719	744	1463	7599
Tuesday	5	2248	701	2949	4610	11	615	993	1608	9207
Wed	6	589	1151	1740	6350	12	538	984	1522	10729
Thurs	7	612	983	1595	7945	13	659	767	1426	12155
Fri	8	635	1121	1756	9701	14	675	974	1649	13804
·		4084	3956	8040			3206	4462	7668	
Monday	11	1497	846	2343	12044	17	723	681	1404	15208
Tuesday	12	718	1012	1730	13774	18	547	1005	1552	16760
Wed	13	652	1074	1726	15500	19	574	822	1396	18156
Thurs	14	620	1152	1772	17272	20	607	736	1343	19499
Fri	15	704	1270	1974	19246	21	763	1024	1787	21286
		4191	5354	9545			3214	4268	7482	
Monday	18	1212	1086	2298	21544	24	786	809	1595	22881
Tuesday	19	791	900	1691	23235	. 25	481	961	1442	24323
Wed	20	652	924	1576	24811	26	694	791	1485	25808
Thurs	21	746	985	1731	26542	27	589	931	1520	27328
Fri	22	834	1264	2098	28640	28	749	1152	1901	29229
		4235	5159	9394			3299	4644	7943	
Vionday	25	623	1023	1646	30286	31	574	897	1471	30700
Tuesday	26	878	1048	1926	32212		o	0	0	30700
Wed	27	747	1059	1806	34018		0	0	. 0	30700
Thurs	28	727	1072	1799	35817		0	0	0	30700
Fri	29	745	1333	2078	37895		0	0	0	30700
		3720	5535	9255			574	897	1471	

- 6428 16844 21051 37895 13039 17661 30700 -3805 -3390 -7195 -22.59% -16.10% -19%

August	2005	LC	REG		MTD	2006	LC	REG	***************************************	MTD
/londay	1	655	779	1434	1434				0	0
Tuesday	2	725	882	1607	3041	1	867	764	1631	1631
Wed	3	415	1026	1441	4482	2	588	978	1566	3197
Thurs	4	556	831	1387	5869	3	683	818	1501	4698
Fri	5	625	970	1595	7464	4	680	1204	1884	6582
	***************************************	2976	4488	7464			2818	3764	6582	
Monday	8	514	687	1201	8665	7	832	1029	1861	8443
Tuesday	9	667	857	1524	10189	8	697	1124	1821	10264
Wed	10	692	1173	1865	12054	9	574	993	1567	11831
Thurs	11	593	825	1418	13472	10	737	1019	1756	13587
Fri	12	754	969	1723	15195	11	617	1034	1651	15238
		3220	4511	7731			3457	5199	8656	
Monday	15	675	1042	1717	16912	14	590	689	1279	16517
Tuesday	16	780	1126	1906	18818	15	766	974	1740	18257
Wed	17	758	915	1673	20491	16	614	895	1509	19766
Thurs	18	1102	1024	2126	22617	17	900	1014	1914	21680
Fri	19	0	0	- 0	22617	18	0	0	0	21680
		3315	4107	7422			2870	3572	6442	
Monday	22	671	740	1411	24028	21	730	758	1488	23168
Tuesday	23	849	1534	2383	26411	22	653	915	1568	24736
Wed	24	707	1437	2144	28555	23	721	1091	1812	26548
Thurs	25	726	1212	1938	30493	24	697	802	1499	28047
Fri	26	679	1325	2004	32497	25	827	1220	2047	30094
		3632	6248	9880			3628	4786	8414	2.2
Monday	29	546	1293	1839	34336	28	874	877	1751	31845
Tuesday	30	712	1216	1928	36264	29	534	973	1507	33352
Wed	31	839	1216	2055	38319	30	678	908	1586	34938
Thurs		0	0	0	38319	31	895	1188	The second liverage with the second liverage w	37021
Fri		0	0	0	38319		0	0	0	37021
		2097	3725	5822			2981	3946	6927	·

 15240
 23079
 38319
 15754
 21267
 37021

 514
 -1812
 -1298

 3.37%
 -7.85%
 -3%

Sept	2005	L.C	REG		MTD	2006	LC	REG		MTD
Monday		0	0	0	. 0		0	0	o	0
Tuesday		0	0	0	0		0	0	0	0
Wed				0	0				0	0
Thurs	1	567	800	1367	1367				0	0
Fri	2	631	1214	1845	3212	1	679	928	1607	1607
		1198	2014	3212			679	928	1607	
Monday	5	0	0	0	3212	4	- 0	. 0	0	1607
Tuesday	6	513	958	1471	4683	5	735	840	1575	3182
Wed	7	756	1238	1994	6677	6	518	1287	1805	4987
Thurs	8	539	1099	1638	8315	7	761	838	1599	6586
Fri	9	791	1477	2268	10583	8	670	1022	1692	8278
		2599	4772	7371			2684	3987	6671	
Monday	. 12	1002	930	1932	12515	11	757	681	1438	9716
Tuesday	13	463	942	1405	13920	12	751	1031	1782	11498
Wed	14	636	1188	1824	15744	13	613	745	1358	12856
Thurs	15	632	1236	1868	17612	14	555	777	1332	14188
Fri	16	800	1784	2584	20196	15	674	1017	1691	15879
		3533	6080	9613			3350	4251	7601	
Monday	19	641	1020	1661	21857	18	1030	721	1751	17630
Tuesday	20	636	1446	2082	23939	19	874	982	1856	19486
Wed	21	591	1144	1735	25674	20	812	1011	1823	21309
Thurs	22	662	1088	1750	27424	21	812	803	1615	22924
Fri	23	728	1162	1890	29314	22	939	1071	2010	24934
		3258	5860	9118			4467	4588	9055	
Monday	26	1141	795	1936	31250	25		Ĺ	0	24934
Tuesday	27	673	1219	1892	33142	26			0	24934
Wed	28	778	1203	1981	35123	27			0	24934
Thurs	29	764	1210	1974	37097	28			0	24934
Fri	30	929	1285	.2214	39311	29			0	24934
		4285	5712	9997			0	0	0	

 14873
 24438
 39311
 11180
 13754
 24934

 -3693
 -10684
 -14377

 -24.83%
 -43.72%
 -37%